



STARS

Student Tracking and Reporting System

Point of Contact Mark Entry Set-Up
eSIS v 10.1
Version 1
Updated on 09/05/2008

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Overview

Tracking student progress begins with ensuring the proper record of students' marks. This can only happen in DC STARS if the school had input the necessary information about the courses and schedule to allow for mark entry and the generating of report cards.

This guide consists of the necessary steps to set up mark entry and report cards, which includes reporting periods, reporting dates, and report card set-up. The reporting dates for the School Year 2008-2009 can be found in this guide. It is important that users pay attention to these dates as they indicate the end of reporting periods when marks for each course are due.

This guide will also cover mark entry for Progress, Advisory and Final Course marks. School users can input marks for teachers as demonstrated in this guide. Teachers are also able to input marks themselves through the Teacher Assistant module (See Teacher Mark Entry Quick Guide).

The deadline for teachers to input marks is 12am on the end date of the Reporting Period. After this date, if marks need to be input or modified, the designated Update Marks contact at the school will have to be notified and make those corrections.

Objectives

- Set-up reporting periods
- Set-up reporting dates
- Set-up the report card
- Generate reports for mark entry
- Input marks for respective reporting periods
- Run reports to check for proper and complete mark entry

Review

Review the School Schedule screen (*School > School Information > Schedule*) See **Appendix A for School Schedule SY2008-2009**

Review your school's course lengths and start dates (*School>School information>School Details>More Info> Course Start Dates*). See **Appendix B for Course Start Dates SY2008-2009**

1.0 Reporting Period Setup

1.1 To access Reporting Period Set-up, follow the **Path:** *School > School Information > Reporting Periods*

1.2 When the screen displays, move the cursor to Course Length and Start Date

| Course Length | Start Date |
|---------------|------------|
| 36 Weeks | 08/18/2008 |

This example shows a setup screen for a 36 week course with a start date of 08/18/2008.

| a) | b) Long Name | c) Short Na... | d) End Date | e) Mark Calculation | f) Final Mark? Exam | g) | h) Marking Start D... |
|----|------------------|----------------|-------------|---------------------|---------------------|--------------------------|-----------------------|
| 1 | PR1-YR | 1PR | 09/24/2008 | Mark Entry | No | <input type="checkbox"/> | |
| 2 | ADV 1- YR | 1AV | 10/24/2008 | Mark Entry | No | <input type="checkbox"/> | |
| 3 | PR 2- YR | 2PR | 12/02/2008 | Mark Entry | No | <input type="checkbox"/> | |
| 4 | ADV 2- YR | 2AV | 01/16/2009 | Mark Entry | No | <input type="checkbox"/> | |
| 5 | PR 3- YR | 3PR | 02/19/2009 | Mark Entry | No | <input type="checkbox"/> | |
| 6 | ADV 3- YR | 3AV | 03/20/2009 | Mark Entry | No | <input type="checkbox"/> | |
| 7 | PR 4- YR | 4PR | 05/07/2009 | Mark Entry | No | <input type="checkbox"/> | |
| 8 | Jun Marks- YR | JUN | 06/15/2009 | Mark Entry | Yes | <input type="checkbox"/> | |
| 9 | Average ADV- 123 | AVG | 03/20/2009 | Mark Entry | No | <input type="checkbox"/> | |
| | | | | | | <input type="checkbox"/> | |
| | | | | | | <input type="checkbox"/> | |
| | | | | | | <input type="checkbox"/> | |

The information in the columns includes:

- a) Number (1st column) a sequential number
- b) Long Name ADV (Advisory) or PR (Progress Report)
- c) Short Name abbreviation of the Long Name
- d) End Date end date of the advisory or progress report
- e) Mark Calculation should be set to **“Mark Entry”**
- f) Final Mark only the last entry should be set to Yes. (There can only be **ONE** Final Mark in a reporting period.)
- g) Exam Exam field not used, should be blank
- h) Marking Start/End shown using the horizontal scroll bar – this is used in schools where teachers enter marks through Teacher Assistant. Teachers cannot begin to enter marks until the **Marking Start date**, and cannot enter marks after the **Marking End Date**.

1.3 Set up your Reporting Periods using the dates below, as appropriate for the course lengths at your school.

2008 School Year DC STARS Reporting Periods

| Course Length = 36 weeks Start Date = 08/18/2008 | | | | | |
|---|--------------------|------------|------------|------------------|-------------|
| | Long Name | Short Name | End Date | Mark Calculation | Final Mark? |
| 1 | PR 1 – YR | 1PR | 09/24/2008 | Mark Entry | No |
| 2 | ADV 1 – YR | 1AV | 10/24/2008 | Mark Entry | No |
| 3 | PR 2 – YR | 2PR | 12/02/2008 | Mark Entry | No |
| 4 | ADV 2 – YR | 2AV | 01/16/2009 | Mark Entry | No |
| 5 | PR 3 – YR | 3PR | 02/19/2009 | Mark Entry | No |
| 6 | ADV 3 – YR | 3AV | 03/20/2009 | Mark Entry | No |
| 7 | PR 4 – YR | 4PR | 05/07/2009 | Mark Entry | No |
| 8 | June Marks-YR | JUN | 06/15/2009 | Mark Entry | Yes |
| 9 | Average ADV-1,2,3, | AVG | 03/20/2009 | Mark Entry | No |

| Course Length = 18 weeks Start Date = 08/18/2008 | | | | | |
|---|-----------------|------------|------------|------------------|-------------|
| | Long Name | Short Name | End Date | Mark Calculation | Final Mark? |
| 1 | PR 1 – SEM 1 | 1PR | 09/24/2008 | Mark Entry | No |
| 2 | ADV 1 – SEM 1 | 1AV | 10/24/2008 | Mark Entry | No |
| 3 | PR 2 – SEM 1 | 2PR | 12/02/2008 | Mark Entry | No |
| 4 | Jan Marks -SEM1 | JAN | 01/16/2009 | Mark Entry | Yes |

| Course Length = 18 Weeks Start Date = 01/21/2009 | | | | | |
|---|---------------|------------|------------|------------------|-------------|
| | Long Name | Short Name | End Date | Mark Calculation | Final Mark? |
| 1 | PR 3 – SEM 2 | 3PR | 02/19/2009 | Mark Entry | No |
| 2 | ADV 3 – SEM 2 | 3AV | 03/20/2009 | Mark Entry | No |
| 3 | PR 4 – SEM 2 | 4PR | 05/07/2009 | Mark Entry | No |



| Course Length = 18 Weeks Start Date = 01/21/2009 | | | | | |
|---|------------------|------------|------------|------------------|-------------|
| | Long Name | Short Name | End Date | Mark Calculation | Final Mark? |
| 4 | June Marks-SEM 2 | JUN | 06/15/2009 | Mark Entry | Yes |

| Course Length = 9 Weeks Start Date = 08/18/2008 | | | | | |
|--|---------------|------------|------------|------------------|-------------|
| | Long Name | Short Name | End Date | Mark Calculation | Final Mark? |
| 1 | PR 1 – 1NW | 1PR | 09/24/2008 | Mark Entry | No |
| 2 | Oct Marks-1NW | OCT | 10/24/2008 | Mark Entry | Yes |
| | | | | | |

| Course Length = 9 Weeks Start Date = 10/27/2008 | | | | | |
|--|---------------|------------|------------|------------------|-------------|
| | Long Name | Short Name | End Date | Mark Calculation | Final Mark? |
| 1 | PR 2 – 2 NW | 2PR | 12/02/2008 | Mark Entry | No |
| 2 | Jan Marks-2NW | Jan | 01/16/2009 | Mark Entry | Yes |

| Course Length = 9 Weeks Start Date = 01/21/2009 | | | | | |
|--|---------------|------------|------------|------------------|-------------|
| | Long Name | Short Name | End Date | Mark Calculation | Final Mark? |
| 1 | PR 3 – 3NW | 3PR | 02/19/2009 | Mark Entry | No |
| 2 | Mar Marks-3NW | MAR | 03/20/2009 | Mark Entry | Yes |

| Course Length = 9 Weeks Start Date = 03/30/2009 | | | | | |
|--|---------------|------------|------------|------------------|-------------|
| | Long Name | Short Name | End Date | Mark Calculation | Final Mark? |
| 1 | PR 4 – 4NW | 4PR | 05/07/2009 | Mark Entry | No |
| 2 | Jun Marks-4NW | JUN | 06/15/2009 | Mark Entry | Yes |
| | | | | | |

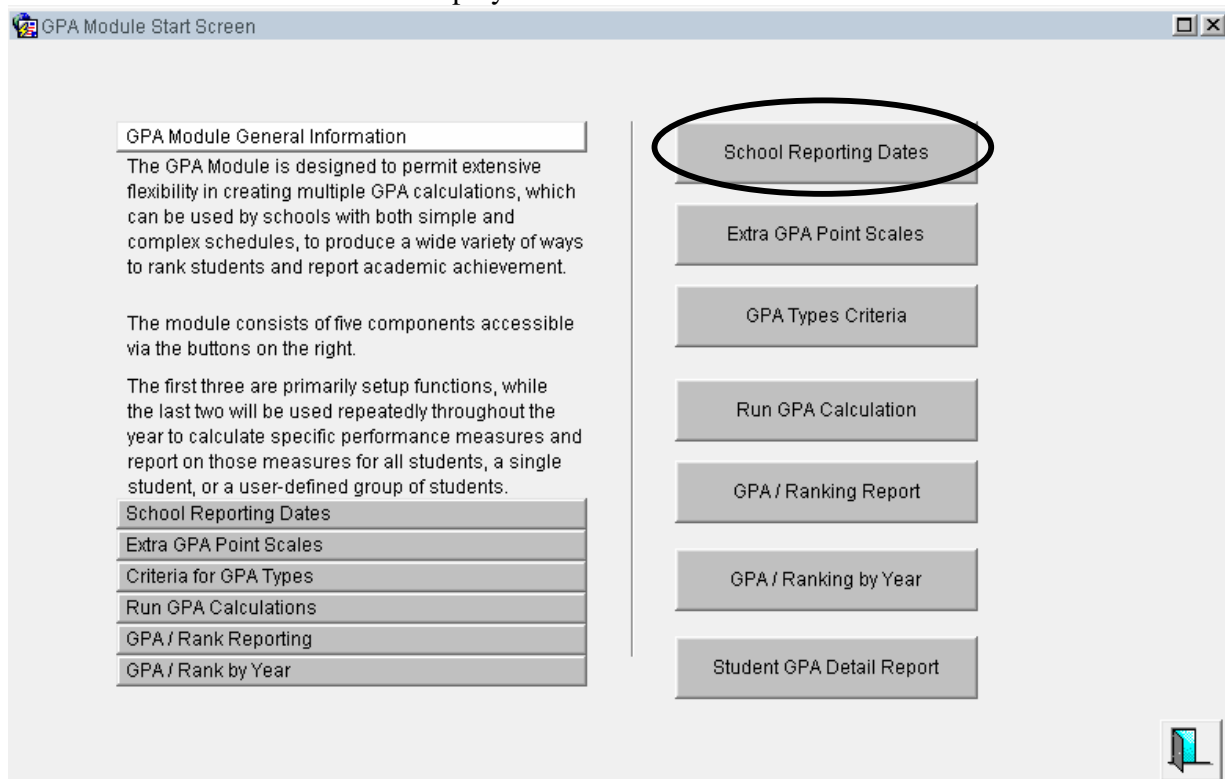


2.0 School Reporting Dates

2.1 To access Reporting Dates, follow the **Path: School > GPA Module > School Reporting Dates**

School Reporting Dates determine which reporting periods print on the report card. Each school must set up reporting dates that contain the mixture of course lengths used in the school.

The GPA Module Start screen displays



2.2 Click on **School Reporting Dates**.

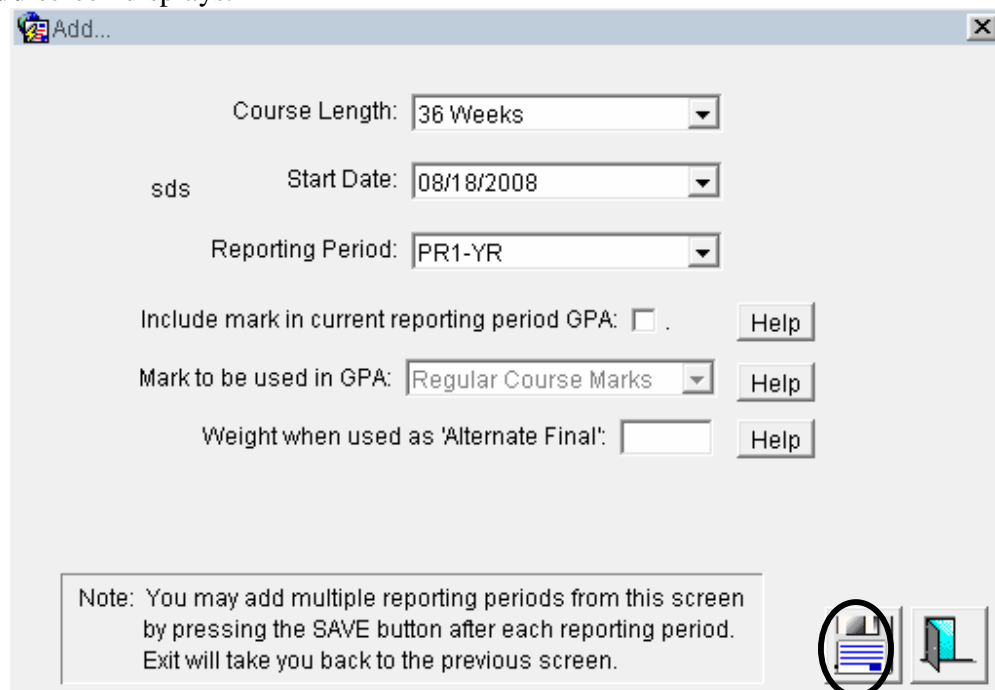


The School Reporting Date screen displays.

2.3 Use the **Add Button** at the top of the screen to enter in the Reporting Date. (First Reporting date for SY2008-2009 is **09/24/2008**)

2.5 Click the **ADD button at the bottom of the screen.**

The **Add** screen displays.



Course Length: 36 Weeks

sds Start Date: 08/18/2008

Reporting Period: PR1-YR

Include mark in current reporting period GPA: ☐ . Help

Mark to be used in GPA: Regular Course Marks Help

Weight when used as 'Alternate Final': Help

Note: You may add multiple reporting periods from this screen by pressing the SAVE button after each reporting period. Exit will take you back to the previous screen.

2.6 Course Length and Start Date for each Reporting period must be entered.
(See *2008 School Year DC STARS School Reporting Dates Detail* below)

2.7 Select **Save** and **Exit** from the **ADD** screen after each entry, and use the **Add** button before inputting the next date's details.

2008 School Year DC STARS School Reporting Dates Detail

| Reporting Date: 09/24/2008 First Progress Report | | | | |
|---|------------|------------------|----------------|------------------------|
| Course Length | Start Date | Reporting Period | Include in GPA | Mark to be Used in GPA |
| 36 Weeks | 08/18/2008 | PR 1 – YR | | |
| 18 Weeks | 08/18/2008 | PR 1 – SEM 1 | | |
| 9 Weeks | 08/18/2008 | PR 1 – 1 NW | | |



| Reporting Date: 10/24/2008 | | | | |
|---|------------|------------------|----------------|------------------------|
| First Report Card Advisory Marks | | | | |
| Course Length | Start Date | Reporting Period | Include in GPA | Mark to be Used in GPA |
| 36 Weeks | 08/18/2008 | ADV 1 – YR | Y | Regular Course Marks |
| 18 Weeks | 08/18/2008 | ADV 1 – SEM 1 | Y | Regular Course Marks |
| 9 Weeks | 08/18/2008 | Oct Marks – 1NW | Y | Regular Course Marks |

| Reporting Date: 12/02/2008 | | | | |
|-----------------------------------|------------|------------------|----------------|------------------------|
| Second Progress Report | | | | |
| Course Length | Start Date | Reporting Period | Include in GPA | Mark to be Used in GPA |
| 36 Weeks | 08/18/2008 | PR 2 – YR | | |
| 18 Weeks | 08/18/2008 | PR 2 – SEM 1 | | |
| 9 Weeks | 10/27/2008 | PR 2 – 2 NW | | |

| Reporting Date: 01/16/2009 | | | | |
|--|------------|------------------|----------------|------------------------|
| Second Report Card Advisory Marks | | | | |
| Course Length | Start Date | Reporting Period | Include in GPA | Mark to be Used in GPA |
| 36 Weeks | 08/18/2008 | ADV2 -YR | Y | Regular Course Marks |
| 18 Weeks | 08/18/2008 | Jan Marks-SEM1 | Y | Regular Course Marks |
| 9 Weeks | 08/18/2008 | Oct Marks-1NW | Y | Regular Course Marks |
| 9 Weeks | 10/27/2008 | Jan Marks-2NW | Y | Regular Course Marks |

| Reporting Date: 02/19/2009 | | | | |
|-----------------------------------|------------|------------------|----------------|------------------------|
| Third Progress Report | | | | |
| Course Length | Start Date | Reporting Period | Include in GPA | Mark to be Used in GPA |
| 36 Weeks | 08/18/2008 | PR 3 – YR | | |
| 18 Weeks | 01/21/2009 | PR 3 – SEM 2 | | |
| 9 Weeks | 01/21/2009 | PR 3 – 3 NW | | |



| Reporting Date: 03/20/2009 Third Report Card Advisory Marks | | | | | |
|--|------------|-------------------|------------|--------|------------------------|
| Course Length | Start Date | Reporting Period | Inc in GPA | Weight | Mark to be Used in GPA |
| 36 Weeks | 08/18/2008 | ADV 3 – YR | Y | | Regular Course Marks |
| 18 Weeks | 08/18/2008 | Jan Marks – SEM 1 | Y | | Regular Course Marks |
| 18 Weeks | 01/21/2009 | ADV 3- SEM 2 | Y | | Regular Course Marks |
| 9 Weeks | 08/18/2008 | Oct Marks – 1NW | Y | 1.00 | Regular Course Marks |
| 9 Weeks | 10/27/2008 | Jan Marks – 2NW | Y | 1.00 | Regular Course Marks |
| 9 Weeks | 01/21/2009 | Mar Marks – 3NW | Y | 1.00 | Regular Course Marks |

| Reporting Date: 03/30/2009(only high schools) GPA for Graduating Seniors after 3 rd Advisory | | | | | |
|--|------------|--|------------|--------|------------------------|
| Course Length | Start Date | Reporting Period | Inc in GPA | Weight | Mark to be Used in GPA |
| 36 Weeks | 08/18/2008 | Average ADV 123 (to be used for the GPA after 3 rd Advisory) | Y | .75 | Regular Course Marks |
| 18 Weeks | 01/21/2009 | ADV 3 – SEM 2 (to be used for the GPA after 3 rd Advisory) | Y | .50 | Regular Course Marks |
| 18 Weeks | 08/18/2008 | Jan Marks – SEM 1 | Y | 1.00 | Regular Course Marks |
| 9 Weeks | 08/18/2008 | Oct Marks – 1NW | Y | 1.00 | Regular Course Marks |
| 9 Weeks | 10/27/2008 | Jan Marks – 2NW | Y | 1.00 | Regular Course Marks |
| 9 Weeks | 01/21/2009 | Mar Marks – 3NW | Y | 1.00 | Regular Course Marks |

| Reporting Date: 05/07/2009 Fourth Progress Report | | | | |
|--|------------|------------------|----------------|------------------------|
| Course Length | Start Date | Reporting Period | Include in GPA | Mark to be Used in GPA |
| 36 Weeks | 08/18/2008 | PR 4 – YR | | |
| 18 Weeks | 01/21/2009 | PR 4 – SEM 2 | | |
| 9 Weeks | 03/30/2009 | PR 4 – 4 NW | | |



| Reporting Date: 06/15/2009 Fourth Report Card Advisory Marks | | | | |
|---|------------|-------------------|----------------|------------------------|
| Course Length | Start Date | Reporting Period | Include in GPA | Mark to be Used in GPA |
| 36 Weeks | 08/18/2008 | Jun Marks - YR | Y | Regular Course Marks |
| 18 Weeks | 08/18/2008 | Jan Marks – SEM 1 | Y | Regular Course Marks |
| 18 Weeks | 01/21/2009 | Jun Marks – SEM 2 | Y | Regular Course Marks |
| 9 Weeks | 08/18/2008 | Oct Marks – 1NW | Y | Regular Course Marks |
| 9 Weeks | 10/27/2008 | Jan Marks – 2NW | Y | Regular Course Marks |
| 9 Weeks | 01/21/2009 | Mar Marks – 3NW | Y | Regular Course Marks |
| 9 Weeks | 03/30/2009 | Jun Marks – 4NW | Y | Regular Course Marks |

3.0 Setup the Report Card

The report card setup tells DC STARS what columns from the Mark Entry screen to print on the report card. The Reporting Periods and School Reporting Dates must be complete before this step can be executed.

3.1 To access the Report Card Setup, follow the **Path: School >Report Card Setup**

3.2 Click the ellipses button at the top of the screen.

3.3 Enter the Program Name Field by typing “DCPS” in the Find field.

3.4 Click **OK**



DCPS01P will appear in the Program Name field.

DCSTARS Report Card Setup

| Program Name | School | Year | School Reporting Date |
|--------------|-----------------|------|-----------------------|
| DCPS01P | DCPS School 182 | 2008 | 09/24/2008 |

Add Delete

3.5 Verify the School name

3.6 Verify the year (2008)

3.7 Select the School Reporting Date from the drop down.

3.8 In the lower half of the screen, enter the: Field, Column Number, Column Heading, and School Reporting Date

3.9 Click **Add** at the bottom of the screen to add lines

DCSTARS Report Card Setup

| Program Name | School | Year | School Reporting Date |
|--------------|-----------------|------|-----------------------|
| DCPS01P | DCPS School 182 | 2008 | 09/24/2008 |

Add Delete

| Field | Check for Final Mark | Column Number | Column Heading | School Reporting Date | GPA |
|-------|--------------------------|---------------|----------------|-----------------------|-----|
| Mark | <input type="checkbox"/> | 1 | PR 1 | 09/24/2008 | |
| | <input type="checkbox"/> | | | | |
| | <input type="checkbox"/> | | | | |
| | <input type="checkbox"/> | | | | |
| | <input type="checkbox"/> | | | | |

Add Delete

3.9 Click Save after the information for each reporting date has been entered.

3.10 Select the next reporting date and repeat steps above to add all the School Reporting Dates.



2008 School Year DC STARS Report Card Setup

School Reporting Date: 09/24/2008

First Progress Report

| Field | Column Number | Column Heading | School Reporting Date |
|-------|---------------|----------------|-----------------------|
| Mark | 1 | PR 1 | 09/24/2008 |

School Reporting Date: 10/24/2008

First Report Card

| Field | Column Number | Column Heading | School Reporting Date |
|-------|---------------|----------------|-----------------------|
| Mark | 1 | ADV 1 | 10/24/2008 |
| Exam | 5 | Exam | 10/24/2008 |
| Final | 6 | Final | 10/24/2008 |

School Reporting Date: 12/02/2008

Second Progress Report

| Field | Column Number | Column Heading | School Reporting Date |
|-------|---------------|----------------|-----------------------|
| Mark | 2 | PR 2 | 12/02/2008 |

School Reporting Date: 1/16/2009

Second Report Card – ADV 2

| Field | Column Number | Column Heading | School Reporting Date |
|-------|---------------|----------------|-----------------------|
| Mark | 1 | ADV 1 | 10/24/2008 |
| Mark | 2 | ADV 2 | 01/16/2009 |
| Exam | 5 | Exam | 01/16/2009 |
| Final | 6 | Final | 01/16/2009 |

School Reporting Date: 2/19/2009

Third Progress Report

| Field | Column Number | Column Heading | School Reporting Date |
|-------|---------------|----------------|-----------------------|
| Mark | 3 | PR 3 | 02/19/2009 |



| School Reporting Date: 03/20/2009 Third Report Card – ADV 3 | | | |
|--|---------------|----------------|-----------------------|
| Field | Column Number | Column Heading | School Reporting Date |
| Mark | 1 | ADV 1 | 10/24/2008 |
| Mark | 2 | ADV 2 | 01/16/2009 |
| Mark | 3 | ADV 3 | 03/20/2009 |
| Exam | 5 | Exam | 03/20/2009 |
| Final | 6 | Final | 03/20/2009 |

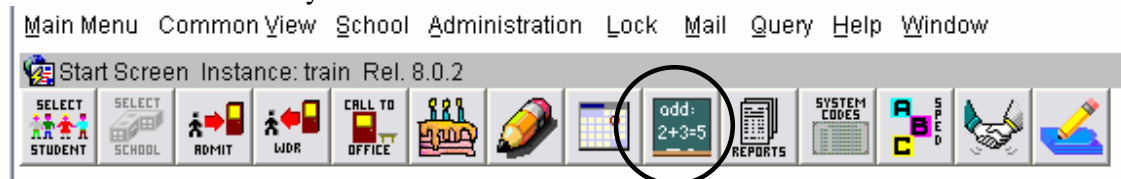
| School Reporting Date: 05/07/2009 Fourth Progress Report | | | |
|---|---------------|----------------|-----------------------|
| Field | Column Number | Column Heading | School Reporting Date |
| Mark | 4 | PR 4 | 05/07/2009 |

| School Reporting Date: 06/15/2009 Final Report Card – ADV 4 | | | |
|--|---------------|----------------|-----------------------|
| Field | Column Number | Column Heading | School Reporting Date |
| Mark | 1 | ADV 1 | 10/24/2008 |
| Mark | 2 | ADV 2 | 01/16/2009 |
| Mark | 3 | ADV 3 | 03/20/2009 |
| Mark | 4 | ADV 4 | 06/15/2009 |
| Exam | 5 | Exam | 06/15/2009 |
| Final | 6 | Final Mark | 06/15/2009 |

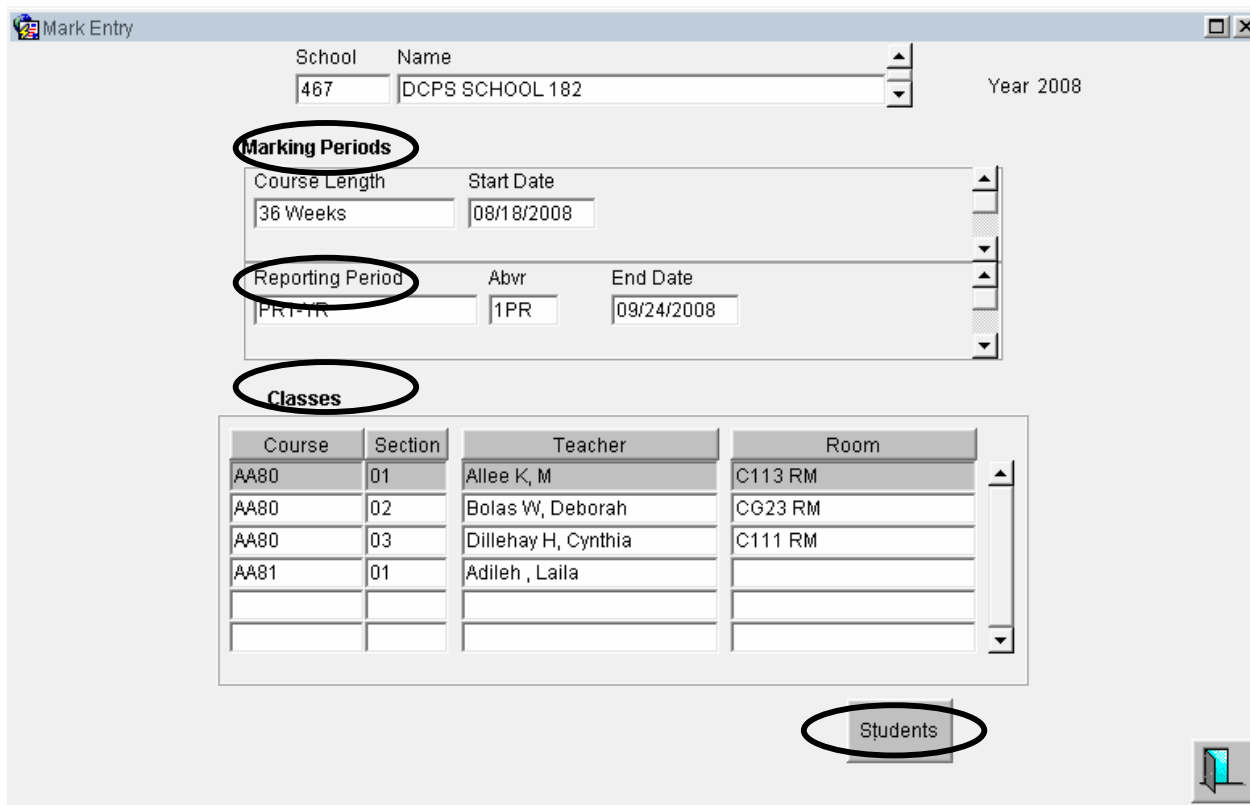
4.0 Mark Entry Screen

With the completed *Class List with Marks* sorted by course length and semester, you are ready to enter marks. Student marks are entered through the *Mark Entry* screen in DC STARS.

4.1 Click the Mark Entry icon.



The *Mark Entry* screen opens.



Mark Entry

School Name
467 DCPS SCHOOL 182 Year 2008

Marking Periods

Course Length Start Date
36 Weeks 08/18/2008

Reporting Period

Reporting Period Abvr End Date
PR1-PR 1PR 09/24/2008

Classes

| Course | Section | Teacher | Room |
|--------|---------|---------------------|---------|
| AA80 | 01 | Allee K, M | C113 RM |
| AA80 | 02 | Bolas W, Deborah | CG23 RM |
| AA80 | 03 | Dillehay H, Cynthia | C111 RM |
| AA81 | 01 | Adileh, Laila | |
| | | | |
| | | | |

Students

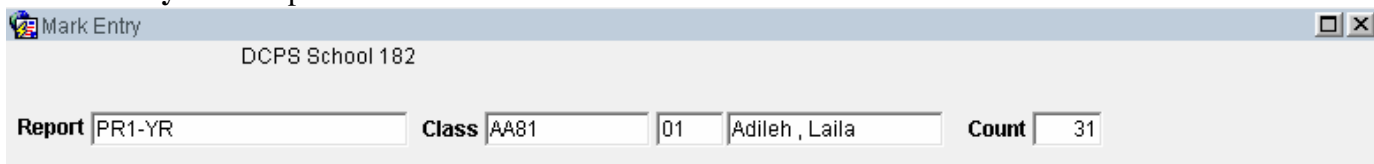
4.2 In the *Marking Periods* select the Course Length: 36 Weeks, 18 Weeks, or 9 Weeks. Use the scroll bar to locate the entry.

4.3 Select the current *Reporting Period*.

4.4 Query for *Classes*. (ex.AA80 Section 01). Highlight the appropriate class.

4.5 Click the *Students* button.

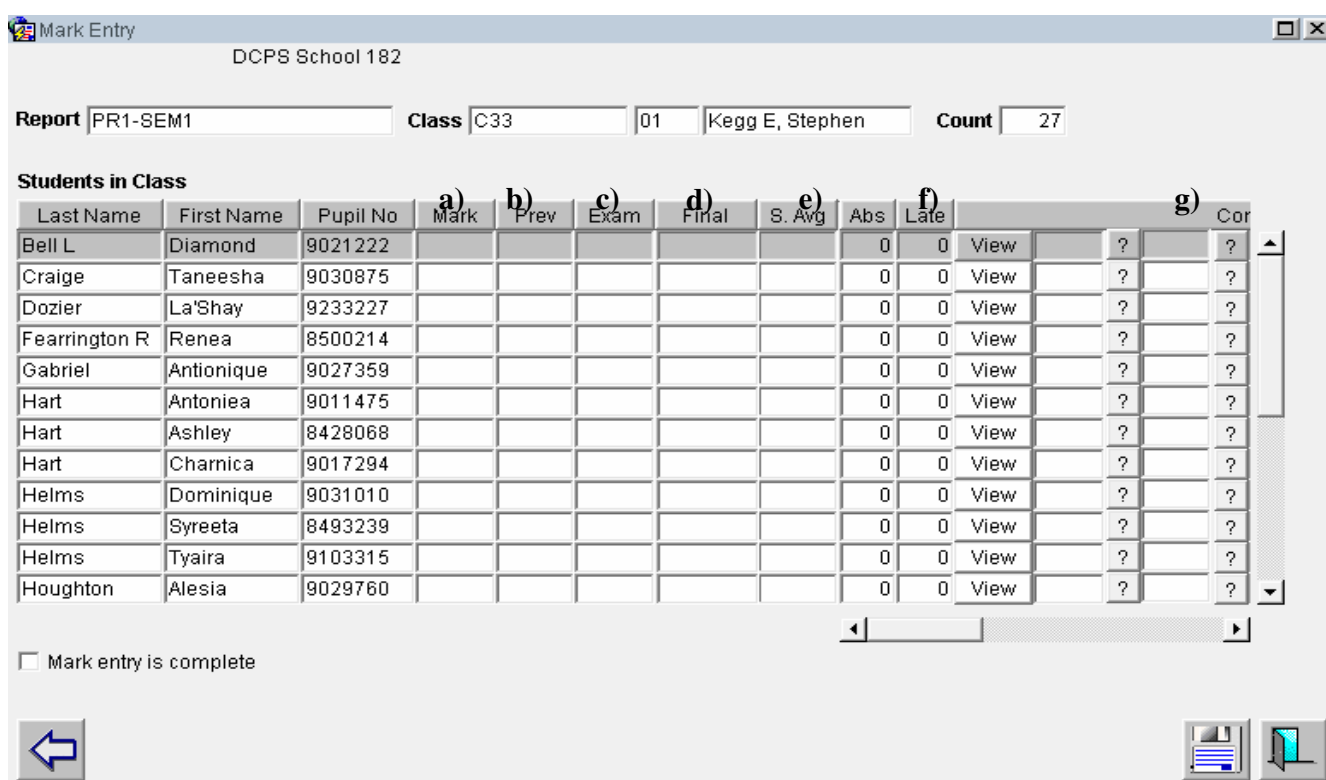
The **Mark Entry** screen opens with the selected class information.



Mark Entry
DCPS School 182

Report Class Count

5.0 Inputting Marks



Mark Entry
DCPS School 182

Report Class Count

Students in Class

| Last Name | First Name | Pupil No | a) Mark | b) Prev | c) Exam | d) Final | e) S. Avg | Abs | Late | f) | g) | | | Cor |
|---------------|------------|----------|---------|---------|---------|----------|-----------|-----|------|------|----|---|--|-----|
| Bell L | Diamond | 9021222 | | | | | | 0 | 0 | View | | ? | | ? |
| Craige | Taneesha | 9030875 | | | | | | 0 | 0 | View | | ? | | ? |
| Dozier | La'Shay | 9233227 | | | | | | 0 | 0 | View | | ? | | ? |
| Fearrington R | Renea | 8500214 | | | | | | 0 | 0 | View | | ? | | ? |
| Gabriel | Antionique | 9027359 | | | | | | 0 | 0 | View | | ? | | ? |
| Hart | Antoniaea | 9011475 | | | | | | 0 | 0 | View | | ? | | ? |
| Hart | Ashley | 8428068 | | | | | | 0 | 0 | View | | ? | | ? |
| Hart | Charnica | 9017294 | | | | | | 0 | 0 | View | | ? | | ? |
| Helms | Dominique | 9031010 | | | | | | 0 | 0 | View | | ? | | ? |
| Helms | Syreeta | 8493239 | | | | | | 0 | 0 | View | | ? | | ? |
| Helms | Tyaira | 9103315 | | | | | | 0 | 0 | View | | ? | | ? |
| Houghton | Alesia | 9029760 | | | | | | 0 | 0 | View | | ? | | ? |

☐ Mark entry is complete

a) Mark column: All Advisory and Progress Report marks should be entered in this column.

b) Prev column: The student's mark in the class from the previous reporting period will automatically populate here. (*Note: Do not make updates in this column*)

c) Exam column: At the end of the course, final exam mark should be entered in this column.

d) Final column: The student's final mark for the class should be entered in this column.

e) S. Avg column: This column is only populated in schools using the TA electronic gradebook. (*Note: Do not make updates in this column*)

f) Abs and Late column: Will automatically display attendance information as put in the attendance module. (*Note: Do not make updates in this column*)

g) Comments field: Enter comments in the first three fields only, starting with the first field. If the first field is skipped, none of the comments will show on the progress reports/report cards

6.0 Progress Report Marks:

Choose Course Length (ex. For year long courses: 36 weeks Start Date: 08/18/2008)

Choose Reporting Period:

Year long courses: **PR1 – YR, PR2-YR, PR3-YR, PR4-YR**

Semester courses: **PR1-Sem1, PR2-Sem1, PR3- Sem2, PR4- Sem2**

Nine Week courses: **PR1-NW1, PR2-NW2, PR3-NW3, PR4-NW4**

Marking Periods

| | | |
|------------------|------------|------------|
| Course Length | Start Date | |
| 36 Weeks | 08/18/2008 | |
| Reporting Period | Abvr | End Date |
| PR1-YR | 1PR | 09/24/2008 |

Mark Entry

DCPS School 182

Report PR1-YR Class AA81 01 Adileh, Laila Count 31

Students in Class

| Last Name | First Name | Pupil No | Mark | Prev | Exam | Final | S. Avg | Comment |
|-----------|------------|----------|------|------|------|-------|--------|---------|
| Andrews | Don | 9222569 | B+ | | | | | |
| Brooks | Tameyka | 9043957 | C- | | | | | |
| Bruton A | Charles | 9028385 | A | | | | | |
| Butler | Kayla | 9038620 | C- | | | | | |
| Clark | Ryan | 9006584 | B | | | | | |
| Dallen | Khadijah | 9041888 | A | | | | | |
| Davenport | Sedella | 9051109 | A | | | | | |
| Davenport | Stephen | 9010597 | B+ | | | | | |
| Grieco | Nichelle | 9034959 | C- | | | | | |
| Hart | Michael | 9091160 | F | | | | | |
| Hart | Monique | 9044681 | A | | | | | |
| Herndon | Timothy | 9077623 | F | | | | | |

☒ Mark entry is complete

Navigation icons: Back, Save, Print, Exit

6.1 Enter all marks in the **Mark** column.

6.2 Enter comments for the course in the **Comments** field. For comments, click on the **?** (question mark) and select the comment from left to right.

6.3 The **Abs** and **Late** will automatically display information for each class as entered in the Attendance Module.

6.4 Check **Mark entry is complete** after all marks are entered for the class.

6.5 Click **Save**.

7.0 Advisory Marks

Choose Course Length (ex. For year long courses: 36 weeks Start Date: 08/18/2008)

Choose Reporting Period:

Year long courses: ADV1 – YR, ADV2-YR, ADV3-YR

Semester courses: ADV1-Sem, ADV2- Sem2

Nine week courses: N/A (See Final Course Marks on next page)

Marking Periods

| | | |
|------------------|------------|------------|
| Course Length | Start Date | |
| 36 Weeks | 08/18/2008 | |
| Reporting Period | Abvr | End Date |
| ADV1 | 1AV | 10/24/2008 |

Mark Entry
DCPS School 182

Report ADV1 Class AA81 01 Adileh , Laila Count 31

Students in Class


| Last Name | First Name | Pupil No | Mark | Prev | Exam | Final | S. Avg | | View | | | | Comment | |
|-----------|------------|----------|------|------|------|-------|--------|--|------|----|---|----|---------|----|
| Andrews | Don | 9222569 | B | B+ | | | | | View | 3 | ? | 6 | ? | 17 |
| Brooks | Tameyka | 9043957 | C+ | C- | | | | | View | 2 | ? | | ? | ? |
| Bruton A | Charles | 9028385 | A- | A | | | | | View | | ? | | ? | ? |
| Butler | Kayla | 9038620 | B- | C- | | | | | View | 4 | ? | 9 | ? | ? |
| Clark | Ryan | 9006584 | B | B | | | | | View | | ? | | ? | ? |
| Dallen | Khadijah | 9041888 | A- | A | | | | | View | | ? | | ? | ? |
| Davenport | Sedella | 9051109 | B+ | A | | | | | View | 1 | ? | 6 | ? | ? |
| Davenport | Stephen | 9010597 | B | B+ | | | | | View | | ? | | ? | ? |
| Grieco | Nichelle | 9034959 | D | C- | | | | | View | | ? | | ? | ? |
| Hart | Michael | 9091160 | D+ | F | | | | | View | 18 | ? | | ? | ? |
| Hart | Monique | 9044681 | B | A | | | | | View | | ? | | ? | ? |
| Herndon | Timothy | 9077623 | D | F | | | | | View | 4 | ? | 18 | ? | 2 |

☒ Mark entry is complete

Navigation icons: Back, Save, Print, Help

The Prev column automatically populates with the student's mark from the previous reporting period.

7.1 Enter all marks in the **Mark** column

7.2 Enter comments for the course in the **Comments** field. For comments, click on the  (question mark) and select the comment from left to right.

7.3 The **Abs** and **Late** will automatically display information for each class as entered in the Attendance Module.

7.4 Check **Mark entry is complete** after all marks are entered for the class. Click **Save**.

8.0 Final Course Marks

Choose Course Length (ex. For year long courses: **36 weeks** Start Date: **08/18/2008**)

Choose Reporting Period:

Year long courses: **Jun Marks–YR** End Date: **06/15/2009**

Semester courses: **Jan Marks-SEM** End Date: **01/16/2009**

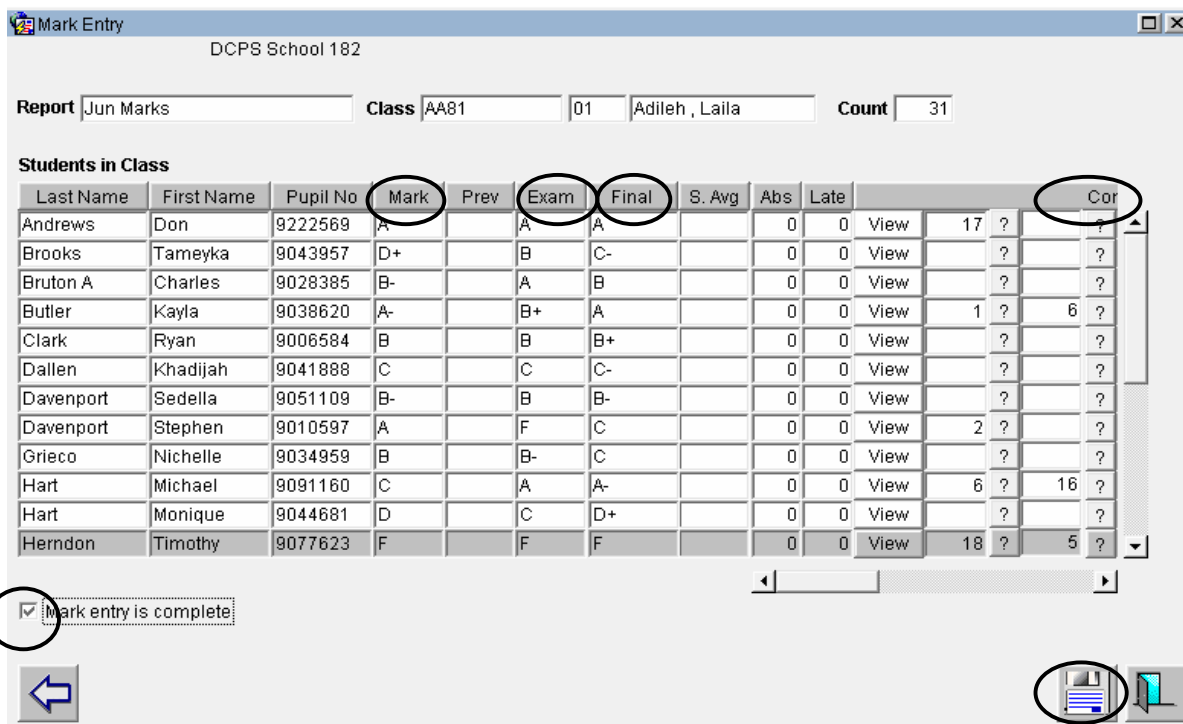
Jun Marks-SEM End Date: **06/15/2009**

Nine Week courses: **Oct Marks-1NW** End date: **10/24/2008**

Jan Marks- 2NW End Date: **01/16/2009**

Mar Marks- 3NW End Date: **03/20/2009**

Jun Marks- 4NW End Date: **06/15/2009**



Mark Entry

DCPS School 182

Report Jun Marks Class AA81 01 Adileh , Laila Count 31

Students in Class

| Last Name | First Name | Pupil No | Mark | Prev | Exam | Final | S. Avg | Abs | Late | View | Cor |
|-----------|------------|----------|------|------|------|-------|--------|-----|------|------|----------|
| Andrews | Don | 9222569 | A | | A | A | | 0 | 0 | View | 17 ? ? |
| Brooks | Tameyka | 9043957 | D+ | | B | C- | | 0 | 0 | View | ? ? ? |
| Bruton A | Charles | 9028385 | B- | | A | B | | 0 | 0 | View | ? ? ? |
| Butler | Kayla | 9038620 | A- | | B+ | A | | 0 | 0 | View | 1 ? 6 ? |
| Clark | Ryan | 9006584 | B | | B | B+ | | 0 | 0 | View | ? ? ? |
| Dallen | Khadijah | 9041888 | C | | C | C- | | 0 | 0 | View | ? ? ? |
| Davenport | Sedella | 9051109 | B- | | B | B- | | 0 | 0 | View | ? ? ? |
| Davenport | Stephen | 9010597 | A | | F | C | | 0 | 0 | View | 2 ? ? ? |
| Grieco | Nichelle | 9034959 | B | | B- | C | | 0 | 0 | View | ? ? ? |
| Hart | Michael | 9091160 | C | | A | A- | | 0 | 0 | View | 6 ? 16 ? |
| Hart | Monique | 9044681 | D | | C | D+ | | 0 | 0 | View | ? ? ? |
| Herndon | Timothy | 9077623 | F | | F | F | | 0 | 0 | View | 18 ? 5 ? |


☒ Mark entry is complete

Save

8.1 The advisory mark is entered in the **Mark** column.

8.2 The exam (if one is given) is entered in the **Exam** column.

8.3 The final mark is entered in the **Final** column.

8.4 Enter comments for the course in the **Comments** field. For comments, click on the  (question mark) and select the comment from left to right.

8.5 The **Abs** and **Late** will automatically display information for each class as entered in the Attendance Module.

8.6 Check **Mark entry is complete** after all marks are entered for the class. Click **Save**.



9.0 Tools to Check Mark Entry Completion

9.1 To generate the *Mark Entry Completion Log*, follow the **Path: School < Mark Information < Mark Entry Completion Log**. This report shows which classes have marks entered.

9.2 To generate the *Students Missing Marks Report*, follow the **Path: Reports < Folder 14 < Students Missing Marks Report**. This report shows which students DO NOT have marks entered.

10.0 Mark Entry Process Quick List

10.1 Principal distributes to teachers the:

- a) **Class Lists with Marks** (Path: *Reports > Folder 14 > Class List With Marks*)
- b) **Report Card Comments** (Path: *Reports > Folder 14 > Report Card Comments List*)
- c) **DCPS Mark Scale**

10.2 Teachers fill in marks and comments on the **Class List with Marks** report.

10.3 Teachers return **Class List with Marks** to the principal, or other designated personnel.

10.4 Principal and Data Manager use the **Class List with Marks** to enter marks and comments on the Mark Entry screen.

10.5 Data Manager uses the **Mark Entry Completion Log** report to ensure all classes have marks.

10.6 Data Manager prints the **Students Missing Marks** report.

10.7 The principal reviews the **Students Missing Marks** report and contacts teachers who have not provided marks for students.

10.8 Data Manager enters remaining marks in DC STARS.

10.9 Data Manager prints the **Class List with Marks** and staples it to the teachers' original hand written copy of the report. The original will show what the teacher provided and the new **Class List with Marks** will show the marks entered in DC STARS. Teachers verify and sign the new **Class List with Marks**.

Appendix A

School Schedule 2008-2009

| Schools with 36, 18, and 9 week courses | | | | | |
|---|------------|------------|------|------------|------------|
| Semester | Start Date | End Date | Term | Start Date | End Date |
| 0 | 08/18/2008 | 06/30/2009 | 0 | 08/18/2008 | 06/30/2009 |
| 1 | 08/18/2008 | 01/16/2009 | 0 | 08/18/2008 | 01/16/2009 |
| 1 | 08/18/2008 | 01/16/2009 | 1 | 08/18/2008 | 10/24/2008 |
| 1 | 08/18/2008 | 01/16/2009 | 2 | 10/27/2008 | 01/16/2009 |
| 2 | 01/21/2009 | 06/30/2009 | 0 | 01/21/2009 | 06/30/2009 |
| 2 | 01/21/2009 | 06/30/2009 | 1 | 01/21/2009 | 03/20/2009 |
| 2 | 01/21/2009 | 06/30/2009 | 2 | 03/30/2009 | 06/30/2009 |

| Schools with 36 and 18 week courses | | | | | |
|-------------------------------------|------------|------------|------|------------|------------|
| Semester | Start Date | End Date | Term | Start Date | End Date |
| 0 | 08/18/2008 | 06/30/2009 | 0 | 08/18/2008 | 06/30/2009 |
| 1 | 08/18/2008 | 01/16/2009 | 0 | 08/18/2008 | 01/16/2009 |
| 2 | 01/21/2009 | 06/30/2009 | 0 | 01/21/2009 | 06/30/2009 |



Appendix B

| Course Start Dates | |
|---------------------------|--------------------------|
| Course Length | Course Start Date |
| 36 weeks | 08/18/2008 |
| 18 weeks | 08/18/2008 |
| 18 weeks | 01/21/2009 |
| 9 weeks | 08/18/2008 |
| 9 weeks | 10/27/2008 |
| 9 weeks | 01/21/2009 |
| 9 weeks | 03/30/2009 |



Appendix C

DC STARS Mark Scale

| Alpha Grade | Numeric Equivalent or Definition |
|-------------|----------------------------------|
| A | 93 – 100 |
| A- | 90 – 92 |
| B+ | 87 – 89 |
| B | 83 - 86 |
| B- | 80 - 82 |
| C+ | 77 - 79 |
| C | 73 – 76 |
| C- | 70 - 72 |
| D+ | 67 - 69 |
| D | 64 – 66 |
| F | 0 - 63 |
| AUD | Audit |
| I | Incomplete |
| L | Late Entry |
| M | Medical |
| P | Pass |
| S | Satisfactory |
| U | Unsatisfactory |
| W | Withdraw |
| WF | Withdraw Failing |